

## Sample GMA update work program for jurisdictions with a December 1, 2011 deadline.

This work program is a sample schedule of tasks associated with a review and update of GMA comprehensive plan and development regulations. The dates here are samples only, but we consider them realistic estimates of time. Dates are based on 1<sup>st</sup> and 3<sup>rd</sup> Wednesday Planning Commission meetings and Council meetings on Mondays.

Local governments may combine Update work with annual (or “docket”) amendments to the Comprehensive Plan that are proposed by public and/or private applicants. We recommend these be clearly distinguished throughout the update process.

Timeline	Tasks	Notes
<b>Initial Staff Review, develop grant with Commerce</b>		
10/1/2009 – 12/30/2009	Review existing Comprehensive Plan, subarea plan(s) and Development Regulations. Consider: Comprehensive Plan Checklist Development Regulations Checklist Any Updates to Best Available Science Consult with Ecology on coordination with Shoreline Master Program update	Checklist items in bold are requirements of the GMA. All other items are suggestions or best practices. Check required items against your Comprehensive Plan policies and text to see if they need to be updated. Document in the checklist where in your plan or regulations address the requirements. This initial review using the checklist will help set the scope of work for the grant and will speed up Planning Commission review.
10/1/2009 – 12/30/2009	Develop Scope of Work for grant with Commerce	Note that in most cases the Scope of Work in the Commerce grant will not cover the entire cost of the update. Commerce grants will be from January 2010 through June 2011.
1/30/2010	Sign final grant agreements	Commerce needs original signed copies for records
<b>Get professional help (if needed)</b>		
12/1/2009 – 1/30/2010	Hire contractor using local hiring procedures	Smaller jurisdictions may consider joining with other jurisdictions (Council of Governments, joint consultant contracts) Develop contract with clear tasks, deliverables, and timeframes. Tie contract payments to submission of deliverables.
<b>Staff (or consultant) analytical work</b>		
1/1/2010 – 6/30/2010	Update any relevant inventories, demographics and/or land-capacity analysis	This task may be necessary depending on the scope identified above. This work can be done parallel with the formal update work program tasks described below.
<b>Planning Commission recommends Update Work Program</b>		
2/17/2010 –	Planning Commission initial review of the	Use the Commerce checklist in establishing the formal scope of review

3/17/2010	Update Work Program	for the city/county update.
3/24/2010	<i>Option:</i> If your jurisdiction is formally adopting a Work Program, send Commerce 60-day “Notice of Intent” to adopt the Work Program.	Counties and cities are not required to formally adopt their Work Program by resolution. However, many find it useful to preclude challenges later on whether the county/city should have reviewed a particular comprehensive plan element or development regulation.
4/7/2010	Planning Commission public hearing on Update Work Program	
4/21/2010	Planning Commission discussion of hearing testimony and possible modifications	
5/5/2010	Final Planning Commission recommendation on the Update Work Program	
<b><i>Option: City Council action on Update Work Program</i></b>		
5/17/2010	<i>Option:</i> City Council study session and public hearing on the Update Work Program	
5/31/ 2010	<i>Option:</i> City Council adoption by resolution of the Update Work Program	If adopted, send copy of resolution to Commerce within 10 days of date of adoption
<b>Planning Commission review and hearings on revisions to comprehensive plan and development regulations</b>		
6/15/2010– 3/15/2011	Planning Commission review of revisions to the comprehensive plan and development regulations.	
1/1/2011 – 3/15/2011	Conduct SEPA review analyzing environmental consequences that would result from the proposed changes.	Some cities find it useful to start SEPA review at the early phases of developing plans and regulations.
4/4/2011	<i>Option:</i> Send Commerce draft Planning Commission update documents for informal review before hearings	Commerce recommends sending preliminary draft revisions to the state at least 30 days prior to your public hearing, so state agency comments can be considered by the Planning Commissioners. This is in addition to the formal 60-day review period for the final changes.
5/5/2011	Planning Commission first public hearing on draft Update amendments	
5/18/2011	Planning Commission discussion of hearing testimony and possible modifications	

6/1/2011	Planning Commission further review	
6/15/2011	Planning Commission public hearing and Final Recommendation on draft Update amendments	
<b>City Council review and action</b>		
7/18/2011- 8/28/2011	Schedule City Council study sessions on draft Update amendments developed by Planning Commission	
9/5/2011	City Council public hearing on draft Update amendments	
9/19/2011	City Council hearing # 2 of draft Update amendments	
9/21/2011	Send Commerce 60 days Notice of Intent to Adopt	Note: Update amendments can be combined with annual (docket) amendments
11/21/2011	City Council adoption of draft Update amendments	Commerce recommends the final adopting resolution/ordinance indicates all the major steps in update process and include a definitive statement that this action concludes the required Update process required by GMA.
11/30/2011	Publish Notice of Adoption in paper	Date of publishing triggers 60-day appeal period
12/1/2011	Submit final update ordinance to State	GMA requires submittal to state 10 days after final action